

# Gogue Center Ambassadors Constitution & Bylaws

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## CONSTITUTION OF THE GOGUE CENTER AMBASSADORS

January 2025

### Article I: Name and Affiliations

**Section 1:** The name of this organization is the Gogue Center Ambassadors (GCA).

**Section 2:** The GCA provides a leadership opportunity for Auburn University students dedicated to serving the Jay and Susie Gogue Performing Arts Center at Auburn University (GPAC). Ambassadors work across campus, within the Auburn community and beyond, acting as hosts and volunteers for GPAC-sponsored performances and events. GCA members serve as liaisons between Auburn University's student body, academic departments and GPAC, as well as with prospective students, alumni, donors, faculty and administrators.

Members are chosen through an application and interview process, with selection based on academic standing, leadership skills, character, enthusiasm for Auburn and a passion for the performing arts.

### Article II: Purpose

**Section 1:** The mission of GPAC is to engage audiences across the university, the state of Alabama and beyond with curated arts experiences that inspire, enlighten and unite. GCA members support this mission by:

- Seeking advice, input and feedback from students on effectively engaging the Auburn student body and community
- Providing a channel for cross-cultural communication and fellowship between students and faculty from various academic backgrounds to foster an arts community
- Empowering students with a voice in the development of engagement events and artist residencies
- Creating an approachable atmosphere for students to voice their feedback and concerns
- Offering volunteer and leadership opportunities for students at GPAC
- Enabling students to positively impact their academic programs and the arts community
- Promoting and cultivating arts awareness on campus, in the Auburn community and beyond

## Article III: Membership

### Section 1: Non-discrimination

Membership is restricted to regularly enrolled Auburn University students. No university student may be denied membership on the basis of sex (sexual orientation, gender identity and gender expression), race, color, religion, national origin, age, disability, genetic information or protected veteran status as outlined in the Auburn University Policy against Discrimination and Harassment; however, religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.

Service as an ambassador begins in August at the start of the fall semester and concludes in May at the end of the spring semester. Members who wish to continue in their position may reapply during the spring semester.

### Section 2: General Members

Student requirements for ambassador membership include:

- Being currently enrolled at Auburn University and having been enrolled for at least one year
- Holding status as a rising sophomore, junior, senior or graduate student
- Maintaining a minimum G.P.A. of 3.0
- Demonstrating strong leadership skills in one's respective departments and/or organizations
- Maintaining a professional demeanor
- Attending regularly scheduled meetings unless absence is approved
- Remaining in good standing with Auburn University and complying with its policies and requirements

### Section 3: Voting Members

Voting members must be on the active roster and remain in good standing with the GCA and Auburn University.

### Section 4: Evaluation for Returning Members

All ambassadors must remain in "good standing" academically and continue to meet the qualifications and responsibilities set forth by the GCA guidelines.

If these guidelines are not met, the following series of disciplinary actions will take place:

- First occurrence: The student will receive a warning and meet with the GPAC staff advisor to receive feedback on how to improve their standing.
- Second occurrence: The student will be given one month of probation. The student will still be required to attend meetings, but will not be allowed to participate in performances, professional development, engagement events, etc.
- Third occurrence: The student will be released from the GCA.

- Students who are not graduating and wish to remain as an ambassador for the following year may reapply. These students will follow a different application process from new applicants. Students who wish to remain as an ambassador must submit the following:
- A brief summary of what they have learned from serving as an ambassador and why they want to continue their service.

Note that a continuation of membership in the GCA is not guaranteed. Ambassadors who underperformed and did not meet their roles and responsibilities may not be invited to return.

## Article IV: Officers

**Section 1:** The officers shall be a president and vice president. As the ambassador program progresses, more officer positions may be added as the GPAC staff advisor deems appropriate.

**Section 2:** All incoming and returning Ambassadors are eligible to apply and interview for officer positions. The member selected as president must have served as an ambassador for at least a year.

**Section 3:** The officers will hold their elected positions for one academic year, starting in the fall semester (August-May). Returning members who wish to continue in their positions may reapply and reinterview.

**Section 4:** If a position becomes vacant, the GPAC staff advisor may select someone to fill this position. Officers will be expected to follow the same requirements for membership as general members outlined in Article III, and impeachment of an officer will follow the same process as that for general members.

## Article V: Advisor

**Section 1:** GPAC's campus and community programs coordinator shall serve as the staff advisor for the GCA. The organization shall have an Auburn University faculty, administrator or staff member serving as the advisor at all times.

**Section 2:** The advisor is responsible for managing all aspects of the GCA, including but not limited to:

- Ensuring the organization and its members remain in good standing with the university and GPAC
- Scheduling, attending, and leading regular meetings
- Conducting the application and interview process for potential new members
- Coordinating the scheduling of ambassadors for GPAC events and performances
- Attending any training required by Auburn University

**Section 3:** The advisor of the organization may be reassigned by the executive director or the director of education and engagement at any time for any reason they deem fit.

## Article VI: Meetings and Events

**Section 1:** Regularly scheduled meetings will be held on Tuesdays from 4:50–6 p.m. at GPAC. This time should be set aside by all ambassadors; however, meetings will not occur every week. Meeting dates will be set by the advisor at the beginning of the semester based on other events and performances occurring each month.

**Section 2:** Special meetings will occur only as necessary for professional development, trainings, etc. Members will be notified of special meetings as soon as possible but no less than a week in advance.

**Section 3:** Members are required to volunteer for three events each semester. These include, but are not limited to, campus and community tablings, performances, tours and engagement events. Members will have the opportunity to sign up for the events that coordinate with their schedules at the regularly scheduled meetings.

## Article VII: Amendments

**Section 1:** Amendments to the bylaws may be made by the advisor, executive director or director of education and engagement.

# BYLAWS OF THE GOGUE CENTER AMBASSADORS

January 2025

## Article I: Membership

**Section 1:** To become a GCA member, a student must meet all the qualifications as stated in the constitution, complete an application and be selected via an interview process.

Applications will open at the beginning of each spring semester. Applicants must submit an online application, resume and letter of recommendation.

Applicants who meet the qualifications will be selected for an interview with the advisor and other appropriate GPAC staff and community leadership.

Service as an ambassador begins in August at the start of the fall semester and concludes in May at the end of the spring semester. Members who wish to continue in their position may reapply during the spring semester.

**Section 2:** Members shall perform these duties:

- Attend and participate in all GCA meetings (unless excused by the GPAC staff advisor)\*

- Serve as a liaison between GPAC and the student body to disseminate information
- Assist with a minimum of three performances, tours and/or engagement activities per semester at GPAC and/or on campus, with all members required to assist with the annual UPC fall concert unless excused
- Present to other student organizations about GPAC's upcoming season and events
- Serve as a professional representative of GPAC and Auburn University
- Facilitate and promote interaction among the student body, departmental chairpersons, professors, faculty, staff, patrons and visitors
- Work cooperatively with GPAC staff

*\*Meetings will take place on Tuesdays from 4:50-6 p.m. at GPAC. Meetings will not occur every week, but ambassadors are asked to set aside this time until a list of meeting dates is provided by the beginning of the semester.*

**Section 3:** All Ambassadors must remain in "good standing" academically and continue to meet the qualifications and responsibilities set forth by the GCA guidelines.

Any member who does not remain in good standing with GPAC or Auburn University may be put on a probationary period and/or removed from the organization. If guidelines are not met, the following series of disciplinary actions will take place:

- First occurrence: The student will receive a warning and meet with the GPAC staff advisor to receive feedback on how to improve their standing.
- Second occurrence: The student will be given one month of probation. The student will still be required to attend meetings, but will not be allowed to participate in performances, professional development, engagement events, etc.
- Third occurrence: The student will be released from the GCA.

**Section 4:** There are no dues for this organization.

## **Article II: Selection of Officers**

**Section 1:** Officers will be selected based on an application and interview process conducted at the same time as new member interviews. These will occur in mid-spring.

**Section 2:** Returning members and member candidates must indicate which position they are interested in interviewing for on their application. They will undergo additional interview questions related to the position for which they are applying.

**Section 3:** If a position becomes vacant, the staff advisor may select someone to fill this position.

**Section 4:** Officer impeachment will follow the same process as that for general members.

## Article III: Officer Duties

### Section 1: President

The duties of the President include:

- Leading meetings when the staff advisor isn't present
- Helping coordinate ambassador responsibilities at performances and events
- Assisting the staff advisor in prepping materials for meetings, performances and/or events
- Maintaining a minimum of three weekly office hours coordinated around the student's schedule
- Assisting the staff advisor in planning professional development opportunities
- Performing additional duties as assigned

### Section 2: Vice President

The duties of the Vice President include:

- Stepping in when the president isn't available for meetings and/or events
- Serving as the GCA historian by maintaining a file of photos captured by ambassadors at events
- Maintaining a minimum of two weekly office hours coordinated around the student's schedule
- Serving as the GCA secretary by:
  - Sending meeting agendas (provided by the staff advisor) to all members at least a week prior to every meeting
  - Taking minutes at each meeting and sending them to all members within a week after the meeting
  - Ensuring the volunteer signup sheet is kept up to date
  - Maintaining attendance records for meetings
- Performing duties as assigned

Note that all officer roles may be adjusted as the ambassador program develops further.

## Article IV: Advisor

**Section 1: Selection** – GPAC's campus and community programs coordinator shall serve as the staff advisor for the GCA. The advisor of the organization may be reassigned by the executive director or the director of education and engagement at any time.

**Section 2: Duties** – The advisor is responsible for managing all aspects of the GCA, including but not limited to:

- Ensuring the organization and its members remain in good standing with the university and GPAC
- Scheduling, attending, and leading regular meetings
- Conducting the application and interview process for potential new members
- Coordinating the scheduling of ambassadors for GPAC events and performances
- Attending any training required by Auburn University

## **Article V: Committees**

**Section 1:** There are no committees at this time; however, they may be formed if needed.

## **Article VI: Finances**

**Section 1:** There are no finances for this organization. No dues will be collected from members. Any funding or grants associated with the organization goes through appropriate GPAC departments.

## **Article VII: Parliamentary Authority**

**Section 1:** When applicable, this council shall be governed by Robert's Rules of Order.

## **Article VIII: Amendment of Bylaws**

**Section 1:** Amendments to the bylaws may be made by the advisor, executive director or director of education and engagement.